

MEETING #39 – December 12

At a Regular Meeting of the Madison County Board of Supervisors on December 12, 2017 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Robert Campbell, Member
Charlotte Hoffman, Member
Kevin McGhee, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Clarissa Berry, Interim County Attorney
Jacqueline S. Frye, Deputy Clerk

ABSENT: V. R. Shackelford, County Attorney

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that a quorum is present; Supervisor McGhee will be absent.

Chairman Jackson advised of the following additions to today's Agenda:

Item 6b-iii: School Appropriation Request for Window Replacement (WMS)

Supervisor McGhee moved that the Agenda be approved as amended, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment. The following individual(s) provided comments:

- ✓ Joe May: Accolades to Robert Campbell for his service to the County and to Mary Jane Costello (Finance Director) and former County Administrator, Dan Campbell; encouraged Supervisor Campbell to establish a commission with VDOT to determine the worst roads in the County, and provide a remedy to fix the issues
- ✓ Nick McDowell: Accolades to Robert Campbell for his service to the County; thanked the Board of Supervisor for making the meeting process a pleasure to attend
- ✓ Robert Legge: Accolades to Robert Campbell for his service to the County; noted that the search process for a new Executive Director (RRCSB) remains open; the Finance Office will serve as the Interim Executive Director until the position is filled; noted that he would like to be considered to serve an additional term on the RRSCB, as would Clare Lillard; noted that Jana Jackson has also been encouraged to apply
- ✓ Carlton Yowell: Clarified that he memo submitted by the Commission (to the Board of Supervisors) was intended to explain the process utilized to develop the comp plan based on input received at the last joint meeting session; noted that the memo wasn't sent to 'bully' or dictate (to the Board); verbally apologize if the content was taken in a negative way

Comments:

Supervisor Campbell: Advised that (in his opinion) the memorandum was outstanding; verbalized disappointment about emails from some of the PC members; feels the citizens deserve to have a comp plan that is a good, working document; feels the process needs to involve the PC members and the Board of Supervisors; apologized for any comments made (during meeting sessions) that may have been offensive; referred to responsibilities/actions required of all Board members

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity.

3. Constitutional Officers - None

4. County Departments

Economic Development & Tourism: Tracey Williams Gardner, Economic Development & Tourism Director, was present; verbalized accolades to Supervisor Campbell for supporting economic development and tourism; thanked the Board for support of the Resolution to oppose the SNP fee increase (i.e. link to support the initiative will now open for comments until December 22nd). Additional highlights focused on:

- + Attendance at the annual VA tourism conference (working on grant due December 14th)
- + Efforts have been made to reach out to local tourism partners
- + Tween Rivers Agri-tourism group submitted a grant this week in the amount of \$42,000 (hosted another social)
- + Blue Ridge Whiskey Wine Loop grant has also been submitted
- + Chamber banquet was well attended and a great success
- + 4,000 views on the Tourism-Eco-dev website
- + She-She on Main Street opened on November 6th – ribbon cutting set for 10:00 a.m. on December 1st
- + Early Mountain will no longer host 'Sipping into Sunset' and 'Fireside Fridays' due to an increase in wedding requests (also helping with lodging for Early Mountain employees [plan developed])
- + Microenterprise Loan application and information submitted to two interested businesses
- + Attending Regional Tourism Group meeting on November 21st
- + Eddins Insurance will move to Lohr's Financial Group old office space
- + Although there isn't a site selected for GO Virginia (due to site readiness), there is another component for which the County qualifies for – Central Virginia partnership is submitting a proposal: 1) site next to Food Lion because it has the most site readiness and already zoned properly; 2) South Park property is 30 acres and a Wetlands Cost would be \$7,000, Phase 1 ESA estimated at \$1,500, bringing Project total to \$8,500 [i.e. 25% Locality match of \$2125 (at this point there is \$2400 in economic/tourism departmental budget for promotional items if needed; 25 % from Partnership and GO Virginia would put in the remaining 50% or \$4,250)]

Comments:

- *Supervisor McGhee: Referred to proposed story by CSB that would focus on the declining population in the County*
- *Supervisor Campbell: Feels the County's population may be on the upswing in the future*
- *Supervisor Weakley: Questioned if there is any further information on the Go Virginia Support letter*
- *Supervisor Hoffman: Referred to the time change for the annual Christmas parade (i.e. from Saturday morning to Friday evening); most local businesses aren't open on Friday evenings; proposed that the time be reversed (i.e. more businesses are open on Saturday mornings as opposed to Friday evenings)*

Ms. Gardner advised that:

- + The prior request (from CBS) to do a story on our declining population is now focusing on the fact that traveler spending is increasing; population in the County is gradually declining due to an aging population
- + Go Virginia Support letter is pending at this point (contingent on efforts regarding the Piedmont Technical Educational Center site)
- + Some local businesses complained that the road is closed during the parade (i.e. most prefer Friday evening event)
- + Citizen attendance has now increased (with the night event)

Commissioner of the Revenue: Brian Daniel, Commissioner, was present and advised that his department has started the scanning process.

School Board: Robert Chappell, school board member, provided accolades to Supervisor Campbell for his service to the County; noted that the school board has two (2) new members (terms begin in 2018), and also clarified that not all school board members are affiliated with education; referred to the CATE program and the presentation at the previous meeting by nextGen Business Consulting (i.e. MCHS Business/Marketing students); school system proposing to add three (3) more classes to the current CATE program.

5. Committee/Organization – None.

6. Finance: The Finance Director advised that checks will be run next Friday (due to the upcoming holiday schedule) – information will be provided to the Board at the January 2018 Board meeting. Highlights focused on:

\$344,000.00 Quarterly payments to outside agencies:

- + \$229,000.00 – Central Virginia Regional Jail
- + \$35,500.00 – Madison Health Department
- + \$44,000.00 – MCPRA
- + Estimated there will be an additional \$125,000.00-\$150,000.00 in regular payables
- + Waste Management Svcs. Payment: \$35,000.00
- + Annual Renewal to RDA Systems: \$50,000.00
- + Estimated total disbursement through the end of 2017 will be between \$465,000.00-\$495,000.00 (i.e. may be about \$50,000.00 lower)

a. Claims for December 2017:

\$487,847.42 (12/8/17)

\$ 59,715.69 (12/12/17)

\$547,563.11 (**Total**)

Highlights:

- ✚ \$45,000.00 (Madison Volunteer Fire Department)
- ✚ \$24,000.00 (Skyline CAP)
- ✚ \$347,000.00 (Debt Service [school projects])
- ✚ \$10,300.00 (Stonewall Technologies)
- ✚ \$17,000.00 (3rd quarter of workman's compensation)

Comments:

- *Supervisor Weakley: Questioned if the workman's claims were for law enforcement and EMS personnel; questioned if the amount due for Black & Veatch was paid in full (i.e. agreement calls for costs to be split with Greene County)*
- *Supervisor Campbell: Referred to the County's total revenue*

The Finance Director advised that:

- ✚ Most of the claims were for the County departments
- ✚ The costs for services (from Black & Veatch) is being charged at \$175.00 per hour; County's share of the contract is \$31,106.00 - \$17,042.00 has been spent to date
- ✚ County's budget anticipates the use of the County's fund balance

Supervisor Campbell moved that the Board approve claims for December 2017 totaling \$547,563.11 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

b. Supplemental Appropriation(s):

i. Transfer for Computer Aided Dispatch Records & Jail Management: The Finance Director advised that documentation was provided by the County Administrator pertaining to the CAD system (shared between E911 and the Sheriff's Office); Sheriff's has about \$60,000.00 in the departmental budget (no need for an appropriation); \$40,000.00 can be earmarked (in contingency) if necessary; firmer costs are needed.

The County Administrator advised that the County is preparing to spend \$167,000.00; feels there will be additional costs associated with the equipment for the CAD system; noted that budgets are usually adopted each spring (i.e. today's request is being discussed several months after the budget adoption process).

Erik Weaver, Sheriff, was present and noted that a five-year pay down proposal will provide a set price (i.e. five-year payment will be about \$79,522.00).

The Finance Director noted that grant funding will cover a five-year prepayment of annual costs; annual service costs will be about \$9,200.00; the Sheriff will need to increase his departmental budget; annual service fee isn't a 'capital item'; feels there may be some risks if the prepayment option is initiated.

- *Supervisor Campbell: Noted that prepayment funding must be incorporated into next year's budget, which will cause the budget to increase; feels that once a governmental budget is increased, it never decreases*

Terri Weaver, Office Manager, was present and advised that the Sheriff's departmental budget is calculated to the penny to include service contract costs (i.e. no inflated figures); \$64,000.00 is the cost for the annual service contract.

After discussion, it was the consensus of the Board to request that formal numbers and supporting documentation be provided for review and/or consideration at the 1st Regular Meeting in January 2018.

ii. Appropriation of Topping Fund Monies: The Finance Director advised that today's request is from the Topping Fund in the amount of \$15,356.07; total amount the Topping fund is \$71,000.00.

- *Supervisor Weakley: Explained that the Topping fund monies were left to various County organizations by a former County resident (to include the Madison County Animal Shelter) – these funds aren't regular Counting funds*

Supervisor Weakley moved that the Board approve the Topping fund request of \$15,356.07 as presented, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

Greg Cave, ACO, was present and advised that \$10,000.00 was donated to the local shelter (by a citizen) towards the purchase of a van to transport animals to adoption events; transports are currently being provided by the volunteers through the use of their private vehicles.

Comments:

- *Supervisor Campbell: Noted that (in his opinion), 'gifts' can sometimes cost more (for the County) in the long run; suggested the County assess whether this is something that's greatly needed*

iii. School Appropriation Request (\$110,169.00): The Finance Director noted that the draft 2017 financials showed a positive variance for the school system in the amount of \$238,000.00. Based on today's request, the school is asking \$110,169.00 of the above noted monies to be allocated to the school CIP fund to be used for the window replacement project.

Supervisor Campbell moved that the Board approve the school supplemental appropriation request of \$110,169.00 as presented, seconded by Supervisor Weakley.

- *Supervisor Weakley: Thanked all that took a second look at the numbers pertaining to the window replacement proposal amount (as opposed to the proposal from Ameresco, Inc.)*
- *Supervisor Campbell: Referred to funding (made available to the school system) for improvements*

Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).

7. Minutes:

- a. November 28'2017 (#37)
- b. December 6'2017 (#38)

Supervisor Campbell moved that the Minutes #37 as presented, seconded by Supervisor Hoffman: *Aye: Jackson, Weakley, Campbell, Hoffman. Nay: (0). Abstain: McGhee.*

Supervisor Campbell moved that Minutes #38 be approved as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

8. Old Business:

a. Report on New Voting Machines – Electoral Board Chairman, Bonita Burr: Bonita Burr of the Madison Electoral Board was present; noted that there were only minor issues with the new machines during the recent election process. Additional highlighted were noted as follows:

County voters appeared to be well satisfied with the process

Large voter turnout noted

Vendor was helpful in providing training and assistance prior to the election event

Cost for paper ballots was \$4,470.00

Requested a warranty be purchased for the scanners (as requested within the first year of purchase) at a cost of \$1,200.00

Election officials did an excellent job

Requested \$60.00 to cover the costs of a ballot box and \$95.00 for a device to transport the box

- *Supervisor Campbell: Recommended that the County proceed with purchasing a warranty*

The Finance Director noted that the new equipment is already under warranty; cost of \$1,200.00 isn't due until FY2019; equipment is being financed over a five-year period; the County has the option to purchase a warranty each year on the equipment (Aug/Sept 2018).

After discussion, it was the consensus of the Board to include renewal of the warranty during the next budget cycle.

b. Appointment of Assessor – Finance Director Costello: The Finance Director advised that Wingate, Inc. has requested that the Board take a formal motion to appoint them as the designated assessor and that a letter be submitted to the Department of Taxation Office.

Supervisor Campbell moved that the Board authorize County Administrator Hobbs to compose a formal letter to designate Donald K. Thomas, Project Supervisor (of Wingate Associates) to be appointed to serve as the Professional Assessor for Madison County, Virginia, seconded by Supervisor Hoffman.

Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).

c. Board Comments on the Comprehensive Plan – County Administrator Hobbs: Chairman Jackson advised that the County Administrator has submitted comments (made by the Board) regarding the comprehensive plan.

Suggestions:

- *Chairman Jackson: That two members of the Board of Supervisors can be appointed to work with two (2) members of the Planning Commission to develop and assess solid goals, and have the County Administrator serve as a facilitator over the process; noted that VDOT requires a review period to be adhered to*

The County Administrator noted that the document has been recommended to the Board of Supervisors; annotated document contains comments as provided (by the Board) during the last meeting process; suggested each Board member relay individual comments so all can be included and provided to the Planning Commission in order to attain some reconciliation. Advised that there appears to be an issue with the VDOT review time frame – request submitted to VDOT with no response being received to date (may result in altering of the adoption time frame). Noted that the Board and Commission can still continue working on the document.

Mike Fisher, Commission member, was present and noted that he'd like to review the 2012 version of the comp plan in an effort not to repeat the same visions in the future.

Carty Yowell, Commission Chair, was present and advised that his initial recommendation to have 'two on two' meetings (two (2) Board of Supervisors' members and two (2) Planning Commission members) in an effort to make the process less difficult; noted that some of the Planning Commissions have expressed a desire to have at least four (4) Commission members be appointed (instead of two [2]).

- *Chairman Jackson: Advised that a public meeting will need to be advertised in the event a meeting involves more three (3) or more Board members; Planning Commission is encouraged to have more than two (2) members involved if deemed necessary; encouraged both governing entities to work constructively to develop a working document to be presented for discussion at the January 2018 workshop session, if possible – action can be taken at the 1st meeting session in February 2018*
- *Supervisor Campbell: Referred to emails containing comments regarding the recent discussion on the comprehensive plan; stressed the importance of the Board and Commission to work together in a productive manner to get the comprehensive plan in good, working order*

9. Old Business

a. Organizational Meeting (9 a.m. on January 3, 2018) – County Administrator Hobbs: The County Administrator advised that the 2018 organizational meeting was previously scheduled for Tuesday, January 2, 2018 (as per the guideline in the adopted Bylaws); however, based on an updated calendar, County offices will be closed on that particular day; the Board will need to reschedule the session for 9:00 a.m. on Wednesday, January 3, 2018 in the auditorium.

Clarissa Berry, Interim County Attorney, noted that due to other obligations, she will be absent from the 2018 organizational meeting session.

After discussion, it was noted that the County Administrator will serve as the designated Parliamentarian in the absence of the County Attorney (based on Bylaws).

10. Public Comment:

Chairman Jackson opened the floor for public comment.

The following individuals provided comments:

- Bruce Brown: Accolades to Supervisor Campbell for his service to the County.

With no further comments being made, Chairman Jackson closed the public comment opportunity.

- *Supervisor Campbell: Thanked the citizens of Madison County for their continued support and for the opportunity, honor and privilege to serve as a member of the Madison County Board of Supervisors; expressed thankfulness to have been a member of the armed forces – closed by quoting General Douglas MacArthur...."Old soldiers never die...."*

11. Information/Correspondence: None.

12. Closed Session:

a. Pursuant to Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel and briefings by staff members pertaining to the Lain et als v. Pettit, Jr. Trustees, et als (Leathers Lane) litigation.

a. **Closed Session:** On motion of Supervisor Weakley, seconded by Supervisor Hoffman, with the following vote recorded: *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

Chairman Jackson called for a five (5) minute recess prior to discussion during closed session.

b. **Motion to Reconvene in Open Session:**

On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board reconvened in open session, with the following vote recorded: *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

c. **Motion to Certify Compliance:**

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

No action was taken as a result of the closed session

13. **Adjournment:**

With no further action being required, on motion of Supervisor Campbell, seconded by Supervisor Weakley, Chairman Jackson adjourned the meeting. *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Adopted on: January 9, 2018
Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting (#2)
Madison County Board of Supervisors
Tuesday, December 12, 2017 at 4:00 p.m.
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

- 1. Determine Presence of a Quorum / Adopt agenda
- 2. Public Comment
- 3. Constitutional Officers
- 4. County Departments
- 5. Committees or Organizations
- 6. Finance.....*Finance Director Costello*
 - a. December 2017 Claims
 - b. Supplemental Appropriations
 - i. Transfer for computer Aided Dispatch/Records & Jail Management

- ii. Appropriation of Topping Fund Monies
- iii. School Appropriation Request (\$110,169.00)

- 7. Minutes:
 - a. November 28, 2017 (#37)
 - b. December 6, 2017 (#38)
- 8. Old Business:
 - a. Report on New Voting Machines Electoral Board Chairman, Bonita Burr
 - b. Appointment of Assessor Finance Director Costello
- 9. New Business:
 - a. Organizational Meeting (9 a.m. on January 3, 2018) County Administrator Hobbs
- 10. Public Comment
- 11. Information/Correspondence
- 12. Closed Session: [Pursuant to Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel and briefings by staff members pertaining to the Lain et als v. Pettit, Jr. Trustees, et als (Leathers Lane) litigation]
- 13. Adjournment

•AMENDMENT(S) NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT•